2.0 HISTORICAL REPORTS

2.1 INTRODUCTION

Historians and engineers must keep a narrow focus when researching and documenting a site. These guidelines will assist you in setting realistic goals and preparing your historical report for the Historic American Engineering Record (HAER) in accordance with the *Secretary's Standards for Architectural and Engineering Documentation (see* Section 5.1). In addition to outlining your responsibilities regarding the final product of your research endeavors, it also discusses the various components of report writing, suggests a number of potential sources, raises some stylistic considerations, provides a few basic grammatical conventions, and addresses the stringent requirements for transmittal of HAER documentation to the Library of Congress.

The project historian *must* keep in mind that he/she is an *integral* part of the recording team and *cannot,* therefore, expect to work in a solitary fashion. They are expected to familiarize themselves quickly with the site and technology, and to work with the architects to develop the subject matter for the drawings. Often, historians will be instrumental in explaining to the team the way a particular process or piece of equipment works, and answer specific research questions and problems that emerge in the rendering of the drawings.

> NOTE: The ideal relationship between the two professions is symbiotic: helping architects visualize a process can give the historian insights into the nature of the technology that otherwise may have gone unnoticed. Because their measuring duties bring them an intimate acquaintance of the site, these other team members will find physical evidence that confirms, challenges, or fills gaps in the documentary resources historians dig into.

The site itself is a source of information as important as the engineering drawings, maps, business records and other materials you explore. If you haven't read Sections 1.3 and 1.4, do so to familiarize yourself with HAER's documentary approach.

HAER documentation takes three forms: large-format photographs, drawings (interpretive, process, and structural), and written histories. The specific products of the historian will consist of a photographer's "shoot list" and possible assistance to the photographer, assistance to the drawing team and text for drawings (if there is a photographic and/or drawing component), and the various components of the historical report. This section is intended to guide you in their production.

2.2 PHOTOGRAPHY

Photography is an integral part of the HAER historian's field work. As part of her/his orientation to the site, the historian should take 35mm field photographs for assistance in preparing materials for transmittal (HAER supplies the film and processing). These photographs will be transmitted to the Library of Congress as part of the "field records."

In addition, the historian should plan to take color slides of significant aspects of the site's architecture and technology that could be used in presenting the project at a public forum.

HAER records nearly all sites it documents with large-format photography. Generally, HAER project leaders try to schedule the photographer's visit to a site sometime after the startup date, to allow the historian and drawing team time to familiarize themselves with its significant architectural and technological features.

> NOTE: As the historian, you will be instrumental in developing a "shoot list"--a list of views that will be valuable in emphasizing significant aspects of your report or the architects' drawings. Copies of historical photographs can also be included on this list.

10-910
REV 4-82

READ REVERSE SIDE FOR INSTRUCTIONS

STATE	COUNTY	MUNICIPALITY	STRUCTURE	NUMBER

☐ HABS
7 HAER
7 _____

DEPARTMENT OF THE INTERIOR
NATIONAL PARK SERVICE
HISTORIC **AMERICAN BUILDINGS SURVEY / HISTORIC**
AMERICAN ENGINEERING RECORD
PHOTOGRAPHIC SERVICES REQUEST

COMP.

INSTRUCTIONS -PLEASE TYPE. Use a seperate sheet for each structure except dependencies.)

STRUCTURE AND EXACT LOCATION: HABS/HAER Number DEADLINE

USGS or City
Map attached

PRIORITY:
☐ High   ☐ Medium
cl LOW

#

DIRECTION PRINCIPAL ELEVATION PACES: Number on location map   DATE OF REQUEST

FOR ENTRY CONTACT: PHONE NO.: (Include Area Code)

ADDRESS: Is this structure being measured?
☐ YES   ☐ NO

EXTERIOR VIEWS REQUESTED: *(Be specific, see instructions, reverse side)*

TOTAL:

USE EXTRA SHEETS. IF NECESSARY

INTERIOR VIEWS REQUESTED *(Be specific)*

TOTAL:

USE EXTRA SHEETS. IF NECESSARY

PROJECT	ORDERED BY:	(Phone)
	TITLE:	
CCOUNT NUMBER	OFFICE ● d/ar FIELD PROJECT TITLE	

SPECIAL INSTRUCTIONS: (If any)   DIVISION APPROVAL:
                                                DATE:

SCHEDULE AND DISPOSITION: *fdatel*

HOTOGRAPHER'S REMARKS;   *(initials)* *(date)* *(code)*

COMPLETE THIS INFORMATION AREA ONLY

COMPLETE THIS INFORMATION AREA ONLY+++DO NOT WRITE ABOVE OR BELOW HEAVY LINES

THIS COPY FOR PHOTOGRAPHER

Fig. 2.1
Photo Service Request Form

7

This Photo Request cannot be accepted and photographs cannot be made unless and until this form is completed as outlined below. Please read and follow instructions fully.

1. Form Usage:
   Usc a separate form for each structure, but include minor dependencies on the same form as their parent structure. Please type.

2. Completing the Form:
   Every statement in the area on the reverse side between the two heavy lines absolutely must be completed in detail.

   a. It is necessary to list both exterior and interior details required. Use general terms for obvious detail (e.g.. front elevation: perspective view of front elevation: detail, oriel, west side; fireplace 1st floor, NW room). Be sure to describe exact location of hidden details (e.g.. original chairrail fragment. closet. 3rd floor. SE room).

   b. Do not recommend camera location, but specify details to be included in a given photograph. especially if the details have been measured and drawn.

3. Deadlines :
   Specify. but be realistic. Do not give a date a month early to bc on the safe side.

4. Priority :
   Usc high if structure is endangered, or of immense importance from an architectural, engineering or historical viewpoint or if the structure is being measured and drawn.

   Use medium for all buildings that are significant to the project in which you are involved, such as those for photodata book coverage.

   Use low for all structures which if they are not covered, little or no harm will result, or which will be available for photo coverage for a long period of time according to present knowledge.

5. Direction Principal Elevation Faces:
   This is VERY important. *Use a compass.* Identify the direction using one of the sixteen points of the compass or by degrees. DO NOT substitute time of day and the sun's presence for the compass reading.

6. Entry Contact:
   Obtain permission to photograph every structure, whether privately or publicly owned. Positively do not assume that because a structure s office city hall. railroad tunnel. railroad station. bridge. etc.. that permission to photograph is automatic. IT IS NOT! And record not only the name of the principal person to contact but the name of :ı subordinate in charge during his absence. Get phone numbers and addresses.

7. Location Map:
   Provide a good map of the area and indicate on the map the exact location of each structure for which documentation is requested. Key the map sites to the photo request forms using numbers and the space provided on the reverse side. USGS maps are ideal.

8. Signing the Form:
   Sign you!- name in the block *ordered by and* give your phone number It would be very helpful if you would include your address and phone number away from the job (e.g.. Team supervisor's winter address & phone). Division or regional approval required.

9. Heavy Lines:
   Remember DO NOT write above or below the two heavy lines.

10. Routing of Request:
    Transmit yellow and pink copies to: Chief, HABS/HAER. You will be personally notified if your request cannot be handled for any reason prior to the noted deadline. in which case arrangements will be mnde on your behalf if you wish to have the assignment contracted to qualified non-government photographers. Retain blue copy for your record.

11 Please staple a snapshot of the structure to the front of form. and the requested map.

MAILING ADDR ESS: Historic American Buildings Survey/
Historic American Engineering Record
National Park Scrvicc
U.S. Department of the Interior
Washington. DC 20'40

Quite possibly, you will be asked to accompany the photographer during the shoot and keep the log book, recording the salient features of each view for later captions. Completing all necessary Photographic Services Request forms is critical if a photographer cannot be scheduled to cover your site until after the field team has left (see Fig. 2.1).

Large Format Photo Captions should be written by team historians. It is very important that you go beyond mere description (e.g. "view west of Building 20") to point out more about the subject matter. For example, did you mention that the two steel ducts on the front of Building 20 carry acids from Building 18? Did you mention that the stack of glassy looking material by the door of Building 20 in the photo is glass pipe for conducting corrosive materials at the plant?

Further guidance and format are covered in the chapter on Large Format Photography and in the Transmittal Guidelines.

2.3 MEASURED DRAWINGS

Documentation projects often have a drawing component. Measured drawings are a powerful medium for displaying significant facts and relationships about a site that simply cannot be entirely captured photographically or in writing. It is your job to assist the architects in choosing the content of measured drawings so that the inherent strengths are maximized. Teams of architects will spend much of the summer photographing, interpreting, sketching and measuring industrial and engineering sites and processes, and then rendering images in ink on mylar for transmittal to the Library of Congress. The project historian plays a vital role in the development of the text and labels as an integral part of the drawing set.

> NOTE: Developing text requires that the historian and architects work closely together. When rendering their drawings, architects should keep a "punch" list of significant components that they feel should be called out in the explanatory text. The historian's text should combine his/her understanding of the

process and technology with the subject matter of the drawings, using the "punch" list as a rough guide to material that should appear in the text.

Available space will sometimes be a point of disagreement; it is incumbent on the historian and architects to arrive at a decision that permits adequate explanatory text without compromising the visual integrity of the drawings.

> NOTE: Be sure that any drawing sources used by the architects are footnoted on the drawings.

2.4 WRITTEN REPORTS

Generally, the quality of a HAER report should be no less than that of a graduate seminar'paper. This makes sense, insofar as most HAER summer historians are involved in graduate programs, the summer project is approximately the length of a school term.

The goals, content, and format of a HAER historical report are discussed below with reference to the *Secretary's Standards,* which are based on established canons for documentary research and good writing.

HAER historical reports vary considerably in length and breadth. Obviously, you want to go into as much detail as possible in discussing a site's history and its technology. Two factors that largely determine the scope of your work are time available and extant data sources.

Be sure that you and the team read over Chapter 1. HAER historical reports document the development implementation of engineering principles, innovative and/or surviving technologies, and extractive/ manufacturing processes. The focal point of most reports will be the engineering and/or technological history of the site being documented. Within this framework, the HAER historian often has ample room to explore topics of personal as well as professional interest. Some potential subjects for investigation might be: the origins of a particular technology; the timing of its diffusion; the relationship between

technological developments and the history of an enterprise or site; the relationship of a particular technology or engineering practice to the landscape (as in park road systems); and technology and the organization of the labor process.

Keep in mind that HAER historical reports should not be "Dragnet" history--"just the facts, ma'am;" nor should they be "kitchen sink" history--"everything including...," as appropriately phrased by HAER engineering historian Gray Fitzsimons. You are not writing a description of a site that would allow the more precocious among us to build the site anew. Rather, this is an exercise in interpretation, one that seeks to understand and explain the significant aspects of the site to a literate audience conversant in the discussion of technology, but perhaps not in the particular technology you are studying.

Every HAER historical report should be written from a critical perspective. Critical narrative is an appropriate format, but remember the old adage that "History is more than just one damn thing after another."

Themes

Themes should be developed from your knowledge of the history of technology and from your analysis of the technology or site you are evaluating. They should strive to put the site or technology into historical context and underscore its particular significance.

A quick way to evaluate your themes is to subject them to the "so what?" test. Read them over and ask yourself why anybody knowledgeable in the field would care about what you have written. If you can honestly describe what it is about your research that is important, then you are well on your way to writing a credible report.

Themes **should not** materialize during the course of your work. Instead, they **should drive your research,** shaping the questions you ask

and helping determine the historical resources you consult. Since few of us embark on a project as experts in the particular site or industry we are documenting, themes are often difficult to formulate and may appear rudimentary and uninformed in their early stages. Nonetheless, **it is critical that you formulate your themes as close as possible to the beginning of your project, so** that they may inform your research and writing throughout. As you research and write, you should continually refine your themes and develop arguments to support them. Proceeding in this way, you will end up with a cogent, well-argued report in which the various components will exist in strong relationship to each other.

Outline and Research

Once you have formulated your themes, you should begin outlining your approach and creating a research design and strategy. One way to do this is to dissect your themes into their component parts, leaving you with a small group of sub-themes that will contain the evidence to support and nuance your larger argument. Each sub-theme will make one or more points that contribute to your overall interpretation of the site and/or technology. Submit your themes and outline to the HAER staff by the appointed time. They should be returned to you within a week with comments and suggestions for proceeding. In the meantime, begin your actual research.

Research should be driven by your themes, outline, and research design. Historical records are not evidence until brought to bear on a specific problem or question; in short, the evidence is what you make of it. This may mean that some obvious records--weekly narratives in a trade journal that describe an event in the plant you are studying, for example--may be enjoyable to read and offer a relatively well-defined historical snippet, but may have no bearing on the larger themes you have established for your project. On the other hand, the most arcane source--the piece of data or information that reveals the broader significance of a new technology, for example, or some

physical feature of the site itself--could reshape your themes and add new weight to the outcome of your project.

Some of the more important sources that are a good starting point:

- Company records provide some of the most detailed information for specific industrial and engineering sites. These include a wide range of materials-- engineering drawings and reports, payroll records, time study sheets, annual reports, photograph collections, minutes from board meetings, etc. If it is an operating concern, assure the company of the historical nature of your research and scrupulously avoid any material that may compromise current operations.

- Construction records for the national parks are often held by the park offices. Another good source of documents for the national parks is the Technical Information Center, Denver Service Center, P.O. Box 25287 (12795 W. Alameda Parkway), Denver, CO 80225-0287.

- Trade and manufacturers catalogs, such as those for pipe foundries and bridge companies, can yield important technical information, such as dimensions for bridge trusses.

- Sanbom Fire Insuueance Maps- copies of these maps can be found in local government or municipal agencies and local archives.

- U.S. Census of Manufactures, particularly those published for 1880, 1890, and 1900, contain in-depth reports written by experts on special industries, power and machinery.

- Reports by state bureaus of industry--these will go by different titles depending on the state--also contain lengthy treatments of special industries and industrial processes.

- Annual reports of the Commissioner of Labor--the seventh, for example, details cost of production for textiles and glass, and the eleventh treats regulation and restriction of output. Other published reports of various government agencies, such as those of the U.S. Tariff Commission, the Department of Commerce, may also be useful.

- Records of the U.S. Patent Office provide both illustrations and written descriptions of significant engineering achievements and industrial processes. They are indexed by year and can be used with a microfilm cartridge system. Patent records can be also be looked up through computer access.

- Journal articles are invaluable, but often difficult to access since many did not produce their own indexes. The best tool for tapping into this source is the *Engineering Index, (NY* Engineering Index, Inc.), 1890 ff.

- Trade publications, such as the *Commoner and Glass Worker, Iron Age,* etc., also contain significant information, but rarely were indexed.

- Contemporary engineering and industrial texts, handbooks, and manuals will not only contain detailed descriptions of a variety of industrial processes, but are usually copiously illustrated.

- Relevant scholarly secondary sources, particularly monographs, will often provide important interpretive materials and detailed bibliography.

- Local newspapers should be consulted only for targeted dates, since they are time-consuming and laborious to use.

- Vertical files in local historical societies and libraries can be time-saving resources, often consolidating items from local papers and other difficult-to-access sources.

Use the following formats for sources referenced in footnotes and bibliographies:

B:=   Bibliographical reference
N:=   Footnote reference

Sanborn Maps:

B: Sanbom Map Company, Connellsville, Pennsvlvania. New York: Sanbom Map Company, 1886, 1891, 1901, 1914, 1924.

N: Sanbom Map Company, Connellsville, Pennsvlvania, (New York: Sanbom Map Company, 1886,1891, 1901, 1914,1924).

HABS/HAER individual histories:

B: U.S. Department of the Interior, Historic American Engineering Record (HAER), No. UT-79, "Dewey Suspension Bridge," 1993. Prints and Photographs Division, Library of Congress, Washington, D.C.

N: U.S. Department of the Interior, Historic American Engineering Record (HAER), No. UT-79, "Dewey Suspension Bridge," 1993, p. 3, Prints and Photographs Division, Library of Congress, Washington, D.C.

United States Geological Surveys (USGS) maps:

B: U.S. Department of the Interior, Geological Survey. Comite Ouadrangle: Louisiana-- East Baton Rouge Parish, 7.5 Minute Series. Washington, D.C.: Government Printing Office, 197 1.

N: U.S. Department of the Interior, Geological Survey, Comite Ouadrangle: Louisiana-- East Baton Rouge Parish, 7.5 Minute Series (Washington, D.C.: Government Printing Office, 1971).

National Register of Historic Places listing:

B: Bradley, Martha and Allen Roberts. "Utah Southern Railroad Depot," Grand County, Utah. National Register of Historic Places Registration Form, 1994. U.S. Department of the Interior, National Park Service, Washington, D.C.

N: Martha Bradley and Allen Roberts, "Utah Southern Railroad Depot," Grand County, Utah. National Register of Historic Places Registration Form, p. 7, 1994, U.S. Department of the Interior, National Park Service, Washington, D.C.

<u>First Draft</u>

This is probably the most important part of your project. Though your themes may be well-formulated and your outline finely-tuned, the proof that they work is in the writing. The first draft is the place where you actually begin to work out the real meaning of your evidence. It is here that you begin the process of verifying your themes--discovering how solidly your arguments support them and modifying them to reflect the subtleties that each individual case study brings to the broader historical record.

HAER cautions all researchers to leave ample time for writing and rewriting. The temptation is great to continue research as long as possible, and forever to search for more and more data. Sifting through the evidence and weighing its importance almost invariably takes more time than you initially allocate. Prepare for this: set aside time every day to summarize your findings in a page or two; write logical sections of the report as you complete research on them; or adhere to a fixed schedule with firm deadlines for stopping research and beginning to write. HAER encourages you to scrutinize your own writing and editing abilities. How fast can you write? Just how rough is your first draft? How much time will you need to go through other drafts until you are satisfied with your work? Decide how much time you realistically need to write your report, and insure you make that time available.

Second Draft

You should receive comments on your first draft
from the HAER staff within a week of
submitting it. In the interim, you might want to
continue researching, plugging holes and filling
gaps that became apparent during the writing of
the first draft. Once the comments arrive, read
them thoroughly and see if you agree with them.
Remember, dialog is important.

Your second draft will be a rewrite of the first. *It
should contain very little new material;* rather,
it will involve polishing your prose and perhaps
rephrasing or restructuring parts of your report.
Once the rewriting is complete, you should print
a final copy. It should be neatly prepared
according to the guidelines in this manual and
be totally legible, spell-checked, and edited for
punctuation and grammatical errors. You must
also submit a copy diskette for the HAER office.

The HAER staff will edit your second draft after
the project is finished. We hope this is never a
major task, but be aware it often involves
recasting sentences that need work.

Schedule. To assist you in completing your
project on time, HAER has established a series
of deadlines for submission of the different
components of the historical report. **THESE
ARE NEITHER OPTIONAL NOR
FLEXIBLE.** Components will be submitted by
the end of the week specified.

Week	Component to be submitted
2nd	Themes, outline and research design
8th	First draft
11th	Second draft

Your HAER supervisor in the Washington
office should read, critique and return your work
to you within a week of receiving it.

Specific Guidelines

Some of the guidelines specified below may
seem pedantic, but HAER asks you to keep in
mind that your documentation will ultimately be
transmitted to the Library of Congress, Prints
and Photographs Division (LC), to be held in the
HAER collection. The LC and HABS/HAER
have cooperatively established a stringent
methodology of categorization to ensure that the
entire collection will be easily accessible to all
researchers. Consistency throughout the
collection is necessary to achieve this end. As
such, do not become creative with the basic
format as shown in the American Window Glass
Company example in section 2.10. This pertains
particularly to the title page and headers. If you
are dealing with an addendum to a previous
project or a complex containing multiple
structures, be sure to read relevant sections in
the transmittal guidelines. If you have further
questions about formatting, *ASK! ASK! ASK!*
Collections Management at the WASO office
will be able to provide you with a copy of
*HABSIHAER Guidelines: Transmitting HABS/
HAER Documentation* which covers every
intricacy of HABS/HAER format and
transmittal procedure.

- The second draft must be submitted to
  your supervisor at the Washington HAER
  office at the close of the project in two
  media: paper and electronic (diskette).
  Both must be prepared using
  WordPerfect@ 5.1 (or latest upgrade
  specified by HAER) on DOS computers.

- The manuscript should be printed in
  Courier 12 point font (10 c.p.i., or
  characters per inch), double-spaced on one
  side of 8-l/2" x 11" white bond, left
  justified, with 1" margins all around. Do
  not confuse 12 point font with 10
  characters per inch and conclude you can
  use 10 point font--point size and c.p.i. are
  not the same. After editing at WASO the

report will be printed on archival bond paper.

. All reports must use footnotes according to standard academic practice. Footnotes should follow the form indicated in Kate L. Turabian, *A Manual for Writers.* USE THE FOOTNOTE FUNCTION IN WORDPERFECT. Do not use punctuation after a superscript note when creating footnotes. In addition to using notes to cite references, consider them for explanatory purposes --to define technical words or to explain the operations of machinery, etc. Also, information that you want to preserve in the report, but which does not fit well into the main body of the text, may be incorporated into the notes. You will have to use your judgement to maintain balance between text and note content. Use headline style when citing titles in notes and sources in notes. Use the method of shortened references cited in Turabian, Method A (9.136) after the work has been cited in full form. (last name, shortened title, and page reference).

• A list of Sources Consulted should follow the notes. See Turabian for proper form.

• On the title page and in headers, do not separate the record name from secondary names with a slash. Center all secondary names below the record name. *Always* use upper case for name in title and header.

Incorrect:
(Thomas Hale Highway/State Route
165)

Correct:
THOMAS HALE HIGHWAY
(State Route 165)

Grammar and Punctuation. There are many common confusions for terminological definitions, formats, spellings, and dates that are particular to architectural and engineering history. Be sure to review this section for established HAER conventions and be consistent in their use.

The standard reference guides used by HAER for grammar and punctuation are the *Chicago Manual of Style* and *A Manual for Writers* (Turabian, 5th edition). In addition--and sometimes in exception--to these references, there are addition matters of style germane to architectural and technical subject matter. HAER specifications are indicated below in bold face Courier. Remember, above all *be consistent.*

YEARS:

1930s
   not Thirties, and never 1930's using an
   apostrophe

1850-60, 1850-1940
   do *not* repeat century unless it changes;
   always include the decade, i.e. 1850-57, *not*
   1850-7

first quarter of the nineteenth
century
   not first quarter of the 1800s
spring 1888, December 1900
   do *not* use a comma, as in "December, 1900,"
   or "December of 1900"

DATES:

July 4, 1776, was a great day. or
4 July 1776
   either is acceptable; note comma after the
   year
ca. 1850
   not c. or circa written out

NUMBERS and NUMERALS:

Numbers/numerals All numbers from one to ninety-nine are written out; 100 and above are cited as numerals, *except* in the case of ages, street numbers, dimensions, and millions.

"In 1850-60, an estimated forty-seven miners traveled more than 650 miles across the western states. Many did not live past the age of 40, although one 89-year-old man lived into the twentieth century. He lived at 37 Gold Rush Ave. The frame dwelling was a 10'-4" x 12'-0" space and cost only $577.00 when the old man bought it in December 1898, yet legend says he was worth $2 million."

the nineteenth century
the eighteenth century
  but:
nineteenth-century dogma
  not 19th century or 18th-C (see hyphenations below)

Percent:
0.7 percent
50 percent
  always use a numeral, and only in a chart/ graph may "%" be used

Money:
$5.87, $24.00, $24.25, $234.98
1 cent, 10 cents, 99 cents
  do *not* write out dollars, except when using millions (e.g. $ 5.87 million); always use the 00 decimals if there are no cents.

Dimensions: Measurements and dimensions are **never** written out, they always appear as numerals, and feetorinches are always indicated using technical symbols, with two typesofexceptions.

For example:

Two families live at 333 Third St., which is the historic town lot No. 146. The Byrnes live on the first floor, where the bedroom is 12'-6" x 9'-0", the bathroom is 5'-0" x 4'-O-3/4", and the kitchen is only about 8' square. The second-story space has been remodeled into two equal-sized 12 '-O"-wide rooms with four large windows that measure nearly 5' tall."

20'-6' x 18'-0', 6'-3-l/2"
  use a lower case x, *not* "by"
  use apostrophes and quotation marks for feet and inches, respectively
  hyphenate all feet and inch numerals, and any fractions
  indicate an even foot measurement with -0"
  NOTE: when punctuating dimensions, commas fall *outside* the inches/feet marks: The planks measured. . . 10 '-6" , 5'-2-l/4', and 2'-O', for a total...
  do *not* use cntr-V codes for fractions; type the numerators and denominators out with slash marks: l/2,3/4, etc.

exception I :
10 cubic feet and
10 square feet *not* 10 cubic'

  exception 2: approximate measurements do not require the -0": i.e.,
The three storefronts are about 20' wide and 40' deep.

Streets/Addresses:
222 Packard St.
  capitalize and abbreviate street, avenue, boulevard, etc., but *not* short items such as road or lane, when the number prefaces the street name

Sam lived on Packard Street.
  write out and capitalize street when no number is given

It is at the confluence of Packard and Mill streets.
  when two proper names (also true of companies, rivers, etc.) are listed, do *not* capitalize street

The houses surveyed are No. 15
and No. 27 Mill Street.
The deed cites lot No. 146.
  "number(s)" is always capitalized and
  abbreviated as No. or Nos. (Also: "LaSalle,
  Illinois, is a No. 1 town.")

Interstate 66
U.S. 30 or Route 30
  write out and capitalize "interstate" on first
  reference, subsequent references are
  abbreviated, i.e., I-66

Capitalization: U.S. government, U.S.
Department of the Interior, U.S. exports..., the
U.S. Army; write out "United States" when it is
the noun, but *not* when it is an adjective; *do not*
place a space between U. and S., i.e.,
u. s.

Acronyms: Write out the complete name on first
reference, putting the proper name's parentheses
afterward; thereafter use the acronym only.

For example:
  "The U.S. Department of
  Agriculture (USDA) and Society
  of Architectural Historians
  (SAH) have an agreement to
  study barns in the United
  States, but the SAH thinks
  little of such an
  investigation;...to study U.S.
  barns. ..

Technical abbreviations: do not abbreviate
technical terms unless spelled out at first
reference.

For example:

revolutions per minute (rpm)
horsepower (hp)

Hyphenations: many phrases are clarified when
augmented by a hyphen; the following
architectural terminology is clarified by
employing the general rules of hyphenation:

1. in general, hyphenate an adjectival
   construction, one which precedes the subject
   and modifies it

2. in general, do *not* hyphenate an "ly" word
   with another word, including "federally"

3. do not hyphenate "late" or "early" before a
   century

     one-over-one-light double-hung sash: write out
       the numbers, *not* l/l double-hung sash
     bird's-eye view, bull's eye window
     load-bearing brick wall; but the brick wall is
       load bearing
     stained-glass windows; but the windows
       contain stained glass
     side-hall and center-hall plans; but the house
       has a center hall
     rough-cut stone
     five- and seven-course bond (note division
       form in a series); but American bond is
       laid in five or seven courses
     single-family and multi-family dwelling
     gable-end chimney; but the chimney is on
       the gable end
     side-gable roof
     canal-era, Civil War-era structure *(not* Civil-
       War-era)
     bead-and-reel molding; the molding motif is
       bead and reel
     standing-seam (metal roof)
     nineteenth-century lighthouse; but do *not*
       hyphenate a "late" or "early", i.e. a late
       eighteenth-century springhouse
     cold-blast furnace
     cast-iron bearing shoe; but the bearing shoe
       is cast iron
     wrought-iron rod; but the rod is wrought
       iron
     Palladian-style,...a Mission-style roofline;
       append "-style" to an established
       architectural term if your subject is
       reminiscent of the original but not an
       example of the actual model; this is not to
       be confused with proper names such as
       International Style, which take capital
       letters and would *not* be hyphenated

16

Spellings, single word:

beltcourse, stringcourse
courthouse
gristmill, sawmill; but steel mill
hoodmolds
Neoclassical (not neoclassical or Neo-classical)
sidelights
wraparound porch
powerhouse, but power plant
jerkinhead (roof)
latticework
whitewash
beehive (oven)

Spellings, two words:

row house
bell tower
concrete block, concrete-block base
main line
water table
(Further help: consult Cyril M. Harris, *Dictionary of Architecture and Construction, New* York: McGraw-Hill Book Co., 1975.)

Clarifications:

facade vs. elevation
a facade is the wall of a building; an elevation is a drawing of that wall

interior vs. inside; exterior vs. outside
interior and exterior connote defined boundaries, while the others are nonspecific

concrete vs. cement
cement is the dry mix that water et al. is added to in the making of concrete

storefront
the first floor only of a commercial structure, *not the* entire front facade

glazing, light, panes, sash, windows, fenestration in architectural parlance, windows can be described in general as glazing; units of window glass *before* installation are panes--once installed, glazing units are lights, *not* panes; lights grouped into a frame are sash; fenestration indicates a number and arrangement of window openings in a facade

L-plan vs. ell
buildings take the form of T-plans, H-plans, and L-plans for their resemblance to those letters; and "ell" is the wing or block, usually a rear add-on, that is the three dimensional version of the wing indicated on the L-plan

molding vs. moulding
in England carved mouldings are commonplace, but in America, we use moldings

mantel vs. mantle
a *mantel* is the structural support above and the finish around a fireplace; a *mantle* is an outer wall of casing composed of a separate material than the core apparatus, as in a blast furnace, and it is the feature on a gaslight from which the flame emerges

cinder block vs. concrete block
cinder block is made with a lightweight cinder aggregate and is widely used for interior partitions; *concrete* block is heavier, stronger and used in structural walls

wood vs. wooden
wood is wood, or frame; wooden may be hard, durable, and stiff like wood, but it is not necessarily wood (this principle also applies to oak vs. oaken, etc.)

historic vs. historical
historic is the adjective used to denote something that is old and presumably important, i.e., historic preservation, historic building fabric; *historical* is the adjective used when the subject relates to history, i.e., historically significant house

lath vs. lathe
lath is a strip of wood used as the groundwork for plaster, as applied to

walls (plural, laths); a lathe is a machine tool for shaping circular pieces of wood or metal

2.5 FIELD RECORDS

Historians' notes are the property of HAER. At the end of a project, your notes should be put in order and placed in manila file folders. After WAS0 has edited and transmitted your report, your notes will be transmitted to an archive close to the project site, or given to the project cosponsor.

2.6 CLOSEOUT PRESENTATION

It is the practice of HAER recording teams to share the results of their documentation efforts with project sponsors, local interested organizations, residents of the community in which they worked and with former employees of the site they documented. To illustrate the presentation, it is particularly important for the historian to make slides throughout the project that demonstrate important aspects of the site, its engineering features, technology, and the process of their documentation.

2.7 LAST DAY OF YOUR PROJECT

On the final day, HAER will expect the following:

1) diskette(s)
2) hard copy printout
3) notes
4) large format photo captions on diskette

All these materials must be hand-carried back to the WASO office by the HAER project leader.

2.8 DATA ENTRY SHEETS (DES)

An ongoing task of the historian is the completion of the data entry sheet. The DES is the basis of categorization for the project and should be continually referred to or updated as necessary. A DES must accompany every structure recorded and should be sent to the WASO office with the completed data. Historians and architects should refer to the DES when labeling text, drawings or any other documentation. EVERY PIECE OF DOCUMENTATION MUST BE LABELED WITH THE RECORD NAME AND HAER NUMBER IN EXACTLY THE SAME WAY IN EVERY INSTANCE (including headers and title blocks). Do not abbreviate the record name in any way once it has been firmly established. See *Transmitting HABSIHAER Documentation* for further instructions.

The information on the DES is essential for updating the Library of Congress/HAER database. Accurate names, numbers and dates are necessary to conduct computer searches throughout the collection. The information on the reverse side of the DES is particularly important for this purpose. Please keep in mind the needs of future researchers when completing the form.

In the following examples, only those fields that must be completed by field historians have been described; others have been deleted. For the full text, you may request a copy of *HABSIHAER Guidelines: Transmitting HABSIHAER Documentation* from your project leader.

Addenda. Before beginning, be sure to check with your project leader for previously transmitted materials on the same site. If the site has already been documented and additional materials will be completed for it, label the DES as an addendum in the upper left hand corner and consult your supervisor for further instruction. The format for an addendum to written data is slightly different from the basic format described below. Also ask your supervisor regarding an addendum with a change in record name or location, or refer to the Transmittal Guidelines for specific instructions.

Pay special attention to the fourth line record name described under section 9-10. This category may be used to classify related structures and sites, such as roads, bridges, and historic districts. Consult your project leader for specific cases.

Sites which cross city, county or state lines will require an additional reference DES. See your supervisor for instruction.

To complete DES see list below, and Figs. 2.2 and 2.3:

1. Control Number:

Enter two-letter state code, no *hyphen,* then four-digit number (assigned by WASO).

4. HAER Number:

Enter two-letter state abbreviation, a hyphen, and the appropriate number (assigned by WASO).

5. State:

Enter two-letter state abbreviation.

6. County 1:

Enter county name.

NOTE: For shelving purposes at the Library of Congress, *only one* county can be recognized as the location of a structure. Therefore, if a site or structure extends into two or more counties, select an official location and enter its name here.

7. County 2:

If a site or structure extends into two or more counties, enter the code and county name of the alternate, i.e. unofficial, location here. On occasion, this unofficial location will actually be where the structure is physically located.

NOTE: Each unofficial location must have a separate DES completed which references the official location in the address field (see 11. Address). On the unofficial DES enter the county codes and names in reverse order from the official DES.

8. City/Town:

Spell out appropriate city, town, or vicinity. Vicinity should be abbreviated

VIC. Do not exceed 20 spaces. Use uppercase letters.

9-10. Record Name and Secondary Names:

Enter the exact structure or site name as recorded in the documentation. Always use upper and lower case letters.

If name exceeds 50 characters, indent two spaces and continue on the next line. If this occurs, do *not* hyphenate or split a word in the name; when possible, divide the name at a comma or other punctuation.

Always space once after a period; do *not* space after a comma, hyphen, colon, or semi-colon. Never use a slash.

Always use an ampersand (&) instead of "and". Space once before and once after an ampersand.

Always use "No." instead of "#".

Always space once before and once after parentheses.

If possible, always write out name in full. Abbreviate *only* if not enough space.

Exceptions: Always abbreviate the following:

U.S. for United States
St. for Saint

Address as Name:

Enter the address first, followed by the building use in parentheses. For example:

601 Elm Street (House)
504 North Main Street (Commercial Building)

The address *must* be followed by a parenthetical notation which identifies the use.

When the address is used as a Record Name, do *not* repeat it under 11.

Address.
If there is no specific number, but only a block, enter the street name first--e.g.

Main Street, 500 Block (Commercial Building)

If there is a rural address only (e.g., route number), simply enter building type under name--e.g. House, Barn, etc.

Always spell out Street, Road, Avenue, etc. Spell out North, South, East and West in the Record and/or Secondary Name.

NOTE: These are always abbreviated in the address field (see 1 1. Address).

National Historic Site or Park:

Always include the Park Code if a site or structure is designated as part of the National Park System. If the Record Name is different from the name of the park or historic site, also include the park or historic site name on the *fourth* line of Secondary Names. For example:

Record Name: Marble Fork Bridge
Secondary Name(1):
Secondary Name(2):
Secondary Name(3):
Secondary Name(4): Sequoia National Park

Districts:

If the Data Entry Sheet is for the overall district, then enter the district name as the Record Name. For example:

Record Name: Pine Crest Neighborhood

If the Data Entry Sheet is for a structure or site in the district that has its own HABS/ HAER number, enter the structure or site name (or address) as the Record Name. Enter the district name as Secondary Name(4). For example:

Record Name: Smith, Joseph, House
Secondary Name(1):
Secondary Name(2):
Secondary Name(3):
Secondary Name(4): Pine Crest Neighborhood

Complexes:

Enter the complex name, a comma, and the name of the individual structure, all as the Record Name. For example:
East Broad Top Railroad & Coal Company, Machine Shop

NOTE: If there is a Secondary Name for the Machine Shop indicate this as:

Record Name: East Broad Top Rairoad & Coal Company, Machine Shop
Secondary Name: East Broad Top Railroad & Coal Company, Building No. 2

Descriptive Words:

Always put "Old" *after* the building name. For example:
Post Office, Old; or Stone Bridge, Old

State Abbreviations:

If an abbreviation must be used in a Record or Secondary Name, do *not* use the two-letter State abbreviation. To avoid confusion in the database, a shortened alphabetical spelling should be used instead. For example:
Pennsylvania = Penn. not PA
Connecticut = Conn. *not* CT

Quotation Marks:

Delete for proper names, but always include for descriptive names, e.g.--Cannon, "Old Abe".

11. Address:

If there is no address available, leave the space blank.

If the address is used as the Record Name, do not repeat it here.

Always spell out numbered street names where possible, e.g. 502 Thirty-sixth St.

Always abbreviate the following as part of address:

> Street .... St.
> Avenue .... Ave.
> Road .... Rd.
> Boulevard .... Blvd.
> Route .... Rt.
> Highway .... Hwy.

Always spell out Saint when part of a street name.

Always abbreviate North, South, East, or West when used as an adjective, e.g.-- N.,S.,E., or W. Write out in full when used as a proper name. NW, SW, etc. should *not* have periods. Do not include a comma after the street name and before NW, SW, etc.

Always use upper- and lower-case letters in the address.

Urban Addresses:

Enter the number and street on which the structure is located. If the property is excessively large, the streets bounding the property are indicated.

Rural Addresses:

Be brief. Do not include mileage, UTM coordinate, USGS quads. Use only appropriate road, route, river, or other significant natural landmark. "Vic." may be used for vicinity. Do not use "comer of".

Bridges:

Use " S p a n n i n g [River, Street, Canyon, etc.] at [Street, Highway, Railroad, etc.]" for address.

Moved Structures:

If a structure has been moved, enter the address where recorded followed by a parenthetical note stating either "moved to" or "moved from" the town/vicinity name and appropriate two-letter state abbreviation. Moved structures must have a separate DES completed for each location. The location where the structure was recorded is considered the "official" location. The DES for the "unofficial" must reference the "official" location in the address field. However, if the structure had been moved within a city, it is entered only once, with the different address following the phrase "moved to" or "moved from".

DOCUMENTATION

12. #Drawings:

Enter the exact number of drawings that exist for the site or structure here. If there are none, enter a zero.

14. #Data Pages:

Enter the exact number of written historical and descriptive data pages for the site or structure here. Do not count the Cover Sheet or Index to Photographs pages as written historical or descriptive data pages. If there are none, enter zero.

21. Park Code:

The four-letter alpha code for the National Park System unit in which the structure or site is located, and for which the NPS has responsibility. This includes National Historic Sites.

22. FR (Field Records), (M,P,W):

A designator (X) indicates there are field records for the structure or site. An additional designator (M) indicates field measurement drawings, another designator (P) indicates field photos, and the designator (W) indicates written material.

26-30. Addenda:

Complete only when adding documentation to structures previously recorded. Indicate only the number of current documents being transmitted in fields 26-30. Add numbers of addendum materials to corresponding numbers of existing materials for the site or structure and then total them in fields 12-15.

NOTE: The following categories must be completed if the information is available.

31. Names Associated with Building/Structure:

Enter names of individuals or organizations associated with the building of the structure, either in terms of its design and construction, or with its history. Order of significance is: architect, engineer, designer, builder, etc.

32. **Building/Structure:**

The date the structure was completed, altered, relocated, demolished, abandoned, and/or the period to which the structure is primarily attributable.

33. **Date Codes:**

The corresponding codes (accompanying years) indicate:

    C = Completed
    A = Altered
    R = Relocated
    D = Demolished
    N = AbandoNed
    P = Period Attributable

34. **Building/Structure Use:**

The use of the structure as stated in the documentation. Include initial and subsequent uses.

35. Use **Codes:**

The following codes indicate:
    I = Initial
    S = Subsequent

36. HABS/HAER Notes:

Reserved for HABS/HAER and/or Library of Congress notations regarding the documentation. Often used to indicate numbers of addenda materials and previous transmittal dates.

2.9 UTM COORDINATES

The National Park Service uses the Universal Transverse Mercator (UTM) Grid System to record geographic locations of specific sites and structures. UTM references should be included in the cover page for all reports and on the measured drawings prepared by the project architects.

If you are unfamiliar with determining UTM references, consult the Appendix, Chapter 5. More complete instructions are in National *Register Bulletin 28,* "Using the UTM Grid System to Record Historic Sites."

For a building or structure, provide the specific UTM reference. For large complexes, follow the instructions in *Bulletin 28.* Enter the numbers in the following format:

Zone/Easting/Northing

EXAMPLE:

. . . . Quad : Estes Park, CO
. . . . UTM: 13/448190/4456350

HINT: If the site you are recording is listed in the National Register of Historic Places, you can probably obtain the UTM reference from the nomination form (Section 10).

2.10 SAMPLE HAER REPORT EXCERPT

An excerpt from a HAER report follows Figs. 2.2 to illustrate the HAER format for report cover pages, page headers, footnotes, bibliography and other subjects.

NAME OF TRANSMITTER: _____

HABS/HAER
DATA ENTRY SHEET

CONTROL   CODE: _____①_____

HABS NO. _ _ - _ _ _ _ (   )   HAER NO. _ _ - ④ ⑧ ⑦ (   )

STATE: ⑤ COUNTY(I): _ _ _ ⑥_____   COUNTY(2): _ ⑧ ⑦_____   CITY/TOWN: _____
              (code)   (name)   (code)   (name)   PARK CODE: ㉑ _

RECORD NAME: _____ ⑨

SECONDARY NAME (I): _____ 10 _____

SECONDARY NAME (2): _____

SECONDARY NAME (3): _____

SECONDARY NAME (4): _____

ADDRESS: _____ ⑪ _____

DOCUMENTATION: #DRWGS: ⑫   #B/W PHOTOS: ____   #DATA PGS: ④   #PHOTO CAP PGS: ____

*LOCATION: LIBRARY OF CONGRESS: __   HABS/HAER OFFICE: ____   OTHER: ____

*AQUISITION DATE: ____   *TRANSMITTAL DATE: _ _ _ _ _ _

FR: ㉒ (M: ____ P: ____ W: ____)   INVENTORY: __   PHOTOGRAMMETRIC IMAGES: _

㉖ †ADDENDA: #DRWGS: ㉗   #B/W PHOTOS: ㉘   #DATA PGS: ㉙   WPHOTO CAP PGS: ㉚

* Indicates fields to be completed by HABS/HAER WASO Staff
† Indicates fields where number of items being added to existing materials are entered.   **NOTE: Complete reverse side of form.**

NAMES ASSOCIATED **WITH BUILDING/STRUCTURE:** ③

NAME I: _____

NAME 2: _____

NAME 3: _____

NAME 4: _____

NAME 5: _____

NAME 6: _____

BUILDING/STRUCTURE RELEVANT DATES: 0 32   **DATE CODES** ㉝

1: _____ 2: _ _ _ _ _ _ _ 3. _ _ _ _ _____   C: COMPLETED   N: ABANDONED

4: _____ 5 _ _ _ _ _ _ _ 6. _ _ _ _____   A: ALTERED   R: RELOCATED

                                                          D: DEMOLISHED   P: PERIOD **ATTRIBUTABLE**

BUILDING/STRUCTURE USE: 0 34   USE CODES

I. _____ ___ 2. _____ ___   I: INITIAL 0 35

3. _____ _ 4. _____   S: SUBSEQUENT

HABS/HAER NOTES: ㊱

Fig. 2.2
Sample DES Sheet